



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
DBE Participation Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 18th Floor
New Orleans, LA 70112

Overview

All Respondents (including DBEs) at time of proposal submission shall complete and submit a **DBE Participation Plan**. The DBE Participation Plan shall be considered a methodology as to how the Respondent plans to meet the DBE contract goal if awarded the project.

If a DBE Participation Plan is not submitted, it shall be determined that the Respondent was non-responsive to the City of New Orleans DBE Program provisions. The Office of Supplier Diversity shall submit such determination to the RFP/RFQ Selection Committee at the time of the Selection Committee meeting with a recommendation of rejecting the proposal from consideration.

Upon receipt of a completed DBE Participation Plan, the Office of Supplier Diversity Director shall evaluate and make a determination as to whether the DBE Plan is a responsive plan that provides a methodology on how the Respondent plans to meet the City's DBE participation goals.

The factors prescribed herein are not intended to be a mandatory checklist, nor is it intended to be exhaustive or exclusive, but they are intended to serve as a guide to improving the use of DBEs, and growing successful DBE businesses for the long-term.

The Office of Supplier Diversity may consider other factors or types of efforts that may be relevant in appropriate cases. Please see Good Faith Efforts policy for further guidance.

Notification of Award

Within ten (10) days of the City's issuance of the Intent Award Letter, the Respondent shall complete and submit a **DBE Compliance Form-1**. This form is used to list your primary DBE subcontractor(s) on a City of New Orleans Bid, RFP or solicitation response. If the amount of participation is less than the Contract Goal, the Respondent shall complete and submit **DBE Compliance Form-2** along with all required supporting documentation of demonstrated Good Faith Efforts. The Good Faith Effort policy and all DBE Compliance forms are available on www.nola.gov or by request at supplierdiversity@nola.gov.

Restoration Tax Abatement Applicants

The City of New Orleans DBE Program requirements apply to Restoration Tax Abatement (RTA) credits for commercial structures and owner-occupied residential properties exceeding six (6) residential units. Please include a completed DBE Participation Plan with your final application.



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
DBE Participation Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 18th Floor
New Orleans, LA 70112

Section I. Respondent

| | | | | |
|-----------|--|---------------|------------------------------|-----------------------------|
| Company | | Certified DBE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Address | | | | |
| Telephone | | | | |
| E-Mail | | | | |

| | |
|-----------------------------|--|
| RFP/RFQ Solicitation Number | |
| Project Description | |

DBE PARTICIPATION PLAN SUBMITTED BY:

Printed Name: _____

Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

Address: _____

Telephone: _____ E-Mail: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
DBE Participation Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 18th Floor
New Orleans, LA 70112

Section II. DBE Participation Plan Method

The following method was used to develop the DBE Participation Plan. Please explain.

1. Has your firm worked with DBE firms in the past? If yes, describe the results of that working relationship.

2. Based on the scope of services requested by the City, what DBE subcontracting opportunities were identified to increase the likelihood of meeting the contract goal.

3. Describe the outreach methods that your firm will use to encourage and incorporate DBE firms in this project.

4. If No DBE subcontract opportunities were identified, please explain.

ATTACH ADDITIONAL PAGES IF ADDITIONAL SPACE IS REQUIRED



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
DBE Participation Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 18th Floor
New Orleans, LA 70112

Section III. DBE Subcontractor's Scope of Work

List certified DBE(s) you have identified. Please provide the name of the firm(s), and list their services, products and/or scope of work. Also, list estimated dollar value for scope of work or estimated DBE utilization percentage. Attach additional pages if necessary.

Name of Firm: _____ Firm Contact: _____

Telephone: _____ E-Mail: _____

Describe below or attach the work to be performed by the DBE firm _____

Estimated Dollar Value for Scope of Work (\$): _____ Estimated DBE Utilization Percentage: _____

Name of Firm: _____ Firm Contact: _____

Telephone: _____ E-Mail: _____

Describe below or attach the work to be performed by the DBE firm _____

Estimated Dollar Value for Scope of Work (\$): _____ Estimated DBE Utilization Percentage: _____

Name of Firm: _____ Firm Contact: _____

Telephone: _____ E-Mail: _____

Describe below or attach the work to be performed by the DBE firm _____

Estimated Dollar Value for Scope of Work (\$): _____ Estimated DBE Utilization Percentage: _____